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MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT : Report on Overtime Worked and Leave Taken

1. Two summaries of overtime worked and leave taken by employees in the Intelligence Area by offices are attached for the periods 27 September 1953 through 2 January 1954 and from 3 January 1954 through 27 March 1954. These summaries, which reflect the average employment, are based upon the average number of hours per employee per pay period for each of the categories reflected in the heading of the table. This schedule is similar to those forwarded to you in June and August of last year. These prior schedules also covered periods of approximately three months each.

2. There is also attached a chart reflecting the number of CIA paid employees as compared to the overtime worked and the leave taken during the periods covered in the summaries. A similar chart for the Intelligence Area is attached for comparative purposes.

3. Attached also are copies of summaries, one for each pay period which furnish a complete picture of overtime and leave records for your immediate office during the entire period from 27 September 1953 through 27 March 1954. The various columns of these tabulations reflect (a) the total regular hours worked during the pay period, (b) the total number of employees paid, together with the number of hours of (c) night differential (if any) paid for, (d) overtime worked, (e) holiday time worked (f) annual leave taken, and (g) sick leave taken. The last column indicates the allotment account. The figures in the lower right-hand corner of the tabulation are the dates involved in each individual payroll. In addition, a listing of the leave taken by the individuals in your immediate office for the pay periods from 22 November 1953 through 5 December 1953 and 23 February 1954 through 13 March 1954 is attached. This latter listing is provided as an example of typical pay periods and does not imply any question concerning leave taken or overtime worked by any individual. Similar information to the above has been furnished to each of the senior staffs and area divisions in your area.

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4. In connection with all of these tabulations it must be borne in mind that overtime is not reported by employees in grades GS-15 and above and in many instances in the higher grades below GS-15 even though these employees are included in the average number of employees in the tabulation. Thus, the averages for overtime and holiday time are understated by the amount of time contributed by these individuals.

5. As a result of the discussions stemming from prior reports closer attention is being given to authorizing overtime work in many offices. It is, of course, difficult to evaluate the effect of this additional emphasis on overtime worked. It is true, however, that substantial reductions of costs of overtime in the Agency have occurred in the course of the past year and a half.

6. In view of the rather difficult budget situation it is particularly important that overtime practices be watched closely since additional funds are not available to finance overtime but must be absorbed within regular allocations. It appears that funds will be short during the fiscal year 1955 and that, as operations expand, greater attention must be given to reducing costs, including those for overtime.

7. This information is submitted to you for such possible use as you may wish to make of it in considering the authorization of overtime in the organizational units under your jurisdiction.

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L. E. WHITE
Deputy Director
(Administration)

Attachments

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